



Example of Process Owner Job Description

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Our company is searching for experienced candidates for the position of process owner. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for process owner

- Reports to the Global Process Director Finance
- Reports to the Global Business Processes Director and works closely with Global Process Owner
- Define which processes, policies, systems, data & governance need to be within the scope of the Turbo Global Template
- Function as HR business owner for key global processes including New Hire, Onboarding, Transfers, Terminations, Establish approach and roadmap for process improvement initiatives relative to Global HR Operations vision
- Establish and build HR operations capability in end-to-end global process improvement methodology using Lean/Kaizen concepts
- Execute global process re-design utilizing analytics to drive prioritized improvements
- Design, implement and monitor process performance goals and measures
- Engage regional process owners to drive process consistency globally and coordinate regional efforts towards global process improvement
- Improve employee & HR facing content/knowledge for employee lifecycle processes by applying new HR knowledge/content guidelines
- Work closely with HR and other corporate teams to lead & drive end-to-end process improvement

Qualifications for process owner

- Over 6 years of experience in the Customer Service area

including medium to large scale projects

- Demonstrable experience demonstrable experience in leading global finance design and implementation on a multinational scale with multiple internal and 3rd party stakeholders
- Experience of Finance processes in multiple service-type environments in-house and / or use of partners
- Track record of driving change and continuous improvement within a Shared Services function
- Relevant payroll qualifications